

COMPARATIVE BIOCHEMISTRY AND PHYSIOLOGY

Guide for Authors for Proceedings of the 4th International Symposium on Fish Endocrinology

Proceedings of the 4th ISFE

All presenters of oral contributions have the option of submitting manuscripts for publication of the Proceedings of the 4th ISFE in one issue of Comparative Biochemistry and Physiology. Manuscripts can be original data or short reviews, and will be peer reviewed in the standard CBP procedure.

Submission and review of manuscripts

All manuscripts must be submitted to the editors (one original plus three copies) by the last day of the conference (Aug. 3, 2000). There will be a desk set up at the meeting registration to receive manuscripts. The editors of CBP will handle all manuscripts for the proceedings.

Dr. Peter W. Hochachka or Dr. Thomas P. Mommsen, CBP Editorial Office, #1153 - 2111 Lower Mall, University of British Columbia, Vancouver BC, V6T 1Z4, Canada

Authors should provide names and addresses (including phone and fax numbers and e-mail address) of at least four researchers of recognized competence who may be considered as reviewers. Every manuscript is independently reviewed by at least two referees selected by the editors or associate editors. Rapid turn-around will be encouraged by use of fax and e-mail transmission. Based on these reports, a decision regarding publication, revision or rejection is taken.

Colour. Colour figures or illustrations may be included without charge subject to approval of editors.

Revision of manuscripts. When a manuscript is returned to authors for revision, the revised manuscript must be submitted within two months of the authors' receipt of the referees' reports. Revised manuscripts returned after this time will be considered as new submissions.

Proofs. The corresponding author will receive proofs. Proofs must be checked immediately and returned to Elsevier Science Ireland Ltd., Elsevier House, Brookvale Plaza, East Park, Shannon, Co. Clare, Ireland. Tel: (+353) 61 709600, Fax: (+353) 61 709113/709111. Corrections to the proofs should be restricted to printer's errors only. Other than those, substantial alterations may be charged to the author.

Reprints. The corresponding author of each published contribution will receive **fifty offprints free of charge**. Additional offprints may be purchased using the order form accompanying the proofs. **CBP has no page charges.**

Preparation of manuscripts

Sections: Manuscripts reporting original data should be subdivided into the following sections: Title page, abstract, introduction, materials and methods, results, discussion, acknowledgments, references, captions to figures, tables.

Manuscripts that are reviews of topics may have a less formal organization.

Length: For plenary and overview or state of the art lectures, manuscripts of up to 25 typed pages are allowed. For standard short oral presentations, manuscripts of up to 12 pages are allowed. This page limit includes references, figure legends and tables. Note: This page limit applies to 12 pt Font and double-spaced text.

Format: All sections of the manuscript must be double-spaced with 2.5 cm (1 inch) margins. Pages should be numbered consecutively. Avoid footnotes. Underline only words or letters that will be printed in italics. Mark the position of each figure and table in the margin. The full Latin name of all species used in the study must be supplied.

Title page: The title should be short, concise and informative. Consult a recent issue of CBP for author format. The author's name should be followed by his/her department, institution, city, and country. Indicate the author to whom correspondence and proofs should be addressed, and supply full postal address as well as phone and fax numbers, and an e-mail address. Please provide a running title of not more than 45 characters. If submitting a Review article, write "REVIEW" at the top of the title page.

Abstract: The second page of the manuscript must contain only the abstract and the key words. The abstract should be a single paragraph not exceeding 200 words. Non-standard abbreviations and reference citations should be avoided.

Key words: Up to eight key words, which may or may not appear in the title, should be listed in alphabetical order after the abstract. Only these key words, together with the title, will be used to compile the subject index.

References:

1. All publications cited in the text should be presented in alphabetical order in a list following the text of the manuscript.
2. In the text refer to the author's name and year of publication.
3. If reference is made in the text to a publication written by more than two authors the name of the first author should be used followed by "et al.". This indication, however, should never be used in the reference list. In this list names of first authors and all co-authors should be included.
4. References cited together in the text should be arranged chronologically. The List of references should be arranged alphabetically on authors' names, and chronologically per author. Publications by the same author(s) in the same year should be listed as 2000a, 2000b, etc.

References to books, book chapters and journals should be as follows:

Buhler, D.R. and Wang-Buhler, J.L. (1998) Rainbow trout cytochrome P450s: purification, molecular aspects,

metabolic activities and role in environmental monitoring. *Comp. Biochem. Physiol. [C]* 121C, 107-138.

Collie, N.L. and Ferraris, R.P. (1995) Nutrient fluxes and regulation in fish intestine. In: Hochachka, P.W. and Mommsen, T.P. (Eds.) *Biochemistry and Molecular Biology of Fishes*, Vol. 4. Metabolic biochemistry, pp. 221-239. Amsterdam: Elsevier Science.

Dunphy, J.L., Taylor, R.G. and Fuller, P.J. (1998) Tissue distribution of rat glucagon receptor and GLP-1 receptor gene expression. *Mol. Cell. Endocrinol.* 141, 179-186.

Evans, D.H. (1998) *The Physiology of Fishes*, 2nd edn. Boca Raton: CRC Press.

Tables: Tables should be prepared for direct camera copy or clearly typed as follows:

- (a) Refer to current tables in the journal, for required spatial layout. If possible, a laser printer with a Times Roman font should be used.
- (b) Each table, including heading and legend should be typed on a separate sheet.
- (c) Insert heavy rules at the head and foot of each table, and fine rules below column headings.

Italics: Genus and species names, and other words normally italicized, should be typed in italics or underlined. **Do not use italics in the references.**

Illustrations: Photographs, charts and diagrams are to be referred to as "figs" and should be ordered consecutively.

Computer Disks: CBP uses electronic files for speed and accuracy of production. Authors will receive full instructions on disk types, formatting etc. with the letter of provisional acceptance from the editorial office. Please observe the following criteria:

1. Send only hard copies when first submitting your manuscript.
2. The electronic file should include all textural material (text, references, tables, figure captions, etc.). Use separate illustration files, if available.
3. The file should use the wrap-around end-of-the-line feature, i.e., returns at the end of paragraphs only. Place two returns after every element such as title headings, and paragraphs.
4. Make sure the disk does not contain a virus.
5. Keep a back-up disk for reference and safety.

Summary of requirements

1. **Submit four (4) copies of the manuscript -- one containing the original artwork, plus three copies. Reduce volume by using two-sided print for the three copies.**
2. **Double-space everything everywhere, leaving 1 inch (2.5 cm) margins.**
3. **Designate the corresponding author and provide telephone and fax numbers, and an e-mail address.**
4. **Include a running title of less than 45 letters and spaces.**
5. **Provide an abstract of less than 200 words; append up to eight key words to the abstract page.**
6. **Check the style in which references are cited; unpublished work will not be listed in this section unless it is "in press".**

7. If referencing manuscripts "in press", enclose two copies each of these manuscripts if considered critical to the refereeing process.

8. Provide names and addresses (including phone and fax numbers and e-mail addresses) of at least four researchers of recognized competence who may be considered as referees.

For additional information, visit the CBP web site at <http://www.elsevier.com/locate/cpbabc>